



***MINUTES OF THE ONE-HUNDRED-AND-SEVENTY-FIRST
MEETING OF THE MERIT BOARD – February 18, 2009***

***State Universities Civil Service System Office
1717 Philo Road, Suite 24
Urbana, Illinois 61802
&
(Video Conference)
University of Illinois at Chicago
Human Resources Building, Room 201D, 2nd Floor
715 South Wood Street
Chicago, Illinois 60612
&
(Video Conference)
Western Illinois University
Sherman Hall
1 University Circle, Room 205
Macomb, Illinois 61455
&
(Video Conference)
Southern Illinois University Carbondale
Morris Library
Conference Room, 1st Floor
605 Agricultural Drive
Carbondale, Illinois 62901***

Chair Strauss called the meeting to order at 10:00 a.m.

Members present at the primary meeting location were: Marc Strauss, Chair, representing Northern Illinois University; David V. Dorris, representing the University of Illinois; Joanne E. Maitland, representing Illinois State University; and John Simmons, representing Southern Illinois University.

Members present at the Chicago videoconference location were: Grace Dawson, representing Northeastern Illinois University; and Kristi DeLaurentiis, representing Governors State University.

Member present at the Macomb videoconference location was: Donald “Bill” Griffin, representing Western Illinois University.

Members absent were: Devon C. Bruce, representing the University of Illinois; James D. Montgomery, representing the University of Illinois; Richard L. Tolliver, representing Chicago State University; and Robert D. Webb, representing Eastern Illinois University.

Also present were: Lewis T. (Tom) Morelock, Executive Director; Mary C. Follmer, Assistant Director, Legal Services; Teresa Rademacher, Secretary for the Merit Board; and Barney Bryson, Chair of the State Universities Civil Service Advisory Committee. Various other university employees and University System Office staff were also in attendance.

Consideration of participation by other Board Members, not physically present at meeting site

No members requested participation by teleconference.

Executive Session

Mr. Strauss explained the purpose of this agenda item was to discuss personnel issues and closed session minutes from the May 21, 2008 meeting. Mr. Simmons moved to go into Executive Session at 10:06 a.m. Mr. Dorris seconded Mr. Simmons’s motion. A roll call vote was taken and the motion was approved with the following vote:

Mr. Simmons	Aye
Mr. Strauss	Aye
Rev. Tolliver	Absent
Dr. Webb	Absent
Mr. Bruce.....	Absent
Dr. Dawson	Aye
Ms. DeLaurentiis.....	Aye
Mr. Dorris	Aye
Dr. Griffin	Aye
Mrs. Maitland	Aye
Mr. Montgomery.....	Absent

Mr. Simmons made a motion to reopen the meeting at 10:23 a.m. Mr. Dorris seconded Mr. Simmons's motion. A roll call vote was taken and the motion was approved with the following vote:

Mr. Simmons	Aye
Mr. Strauss	Aye
Rev. Tolliver	Absent
Dr. Webb	Absent
Mr. Bruce.....	Absent
Dr. Dawson	Aye
Ms. DeLaurentiis.....	Aye
Mr. Dorris	Aye
Mrs. Maitland	Aye
Dr. Griffin.....	Aye
Mr. Montgomery.....	Absent

Chair Strauss reported that no action was taken during the closed session.

Merit Board Reorganization

The Board conducted reorganization activities, electing its officers for calendar year 2009. Mr. Dorris made a motion that Mr. Strauss be re-elected Chair. Mr. Simmons seconded Mr. Dorris' motion. Mr. Dorris made a motion that Mrs. Maitland be re-elected Vice Chair. Ms. DeLaurentiis seconded Mr. Dorris's motion. Dr. Dawson made a motion that Mr. Dorris and Mr. Simmons be re-elected to the Executive Committee. Mrs. Maitland seconded Dr. Dawson's motion. All motions carried and officers were elected by acclamation in accordance with the Merit Board Bylaws.

The following officers were elected for calendar year 2009:

- *Chair: Marc Strauss*
- *Vice Chair: Joanne Maitland*
- *Executive Committee: David Dorris and John Simmons*

Mrs. Maitland made a motion to reappoint Teresa Rademacher as Secretary for the Merit Board. Mr. Dorris seconded Mrs. Maitland's motion. The motion carried and Teresa Rademacher was appointed by acclamation in accordance with the Merit Board Bylaws.

Public Comments

On February 12, 2009, the Secretary for the Merit Board received a request from Douglas H. Vinzant, Senior Associate Vice President for the University of Illinois, to address the Merit Board. The nature of the comment, if allowed, “will be about how all the State Universities, but specifically the University of Illinois, can partner more effectively with the State Universit[ies] Civil Service System during these difficult financial times to ensure that policies, procedures and guidelines are utilized to best address our constrained resources through innovation and progressive deployment of human resources.” Chair Strauss stated that the request was outside of the 14-day filing period as stated in the University Civil Service Merit Board Bylaws, but the Merit Board could take any action they chose. After discussion, Mr. Dorris made a motion to allow the public comments by Dr. Vinzant. Ms. DeLaurentiis seconded Mr. Dorris’s motion. A roll call vote was taken and the motion was approved with the following vote:

Mr. Dorris	Aye
Dr. Griffin	Aye
Mrs. Maitland	Aye
Mr. Montgomery	Absent
Mr. Simmons	Aye
Mr. Strauss	Aye
Rev. Tolliver	Absent
Dr. Webb	Absent
Mr. Bruce	Absent
Dr. Dawson	Aye
Ms. DeLaurentiis	Aye

Dr. Vinzant apologized for the latest of his request. Besides the University of Illinois, Dr. Vinzant stated that he was also authorized to speak on behalf of Illinois State University and Western Illinois University. He stated that the State of Illinois is facing fiscal challenges, major budget cuts and these budget cuts are much greater than those in 2002. These budget cuts are going to be much harder to implement, with possible reductions of 15%. The university will have fewer resources and Human Resources will have fewer staff. He indicated that the required mandates that are being considered in the new Exemption Procedures Manual will not be possible to complete. The support of the Merit Board Agenda Item 9 will have significant implications. These changes will impact the University of Illinois workload, a workload that the University cannot support. Dr. Vinzant asked the Merit Board to pull Agenda Item 9 for the next 18 to 24 months while the university works through these financial difficulties. Dr. Vinzant stated that Mr. Morelock had been working with the various groups, but this item is not ready for prime time. Dr. Vinzant thanked the Board for giving him the time to speak.

Consideration of the Minutes of the 170th Meeting of the Merit Board, November 12, 2008

The minutes of the 170th meeting of the Merit Board, November 12, 2008, had been transmitted to members of the Merit Board with the agenda materials.

Mr. Simmons moved to approve the minutes of the November 12, 2008 meeting. Mr. Dorris seconded Mr. Simmons's motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

Consideration of the Closed Minutes of the 168th Meeting of the Merit Board, May 21, 2008

The closed minutes of the 168th meeting of the Merit Board, May 21, 2008, had been transmitted to members of the Merit Board under separate cover from the agenda material.

Mr. Dorris moved to approve and release the closed minutes of the May 21, 2008 meeting. Mr. Simmons seconded Mr. Dorris's motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

Update on the proposed rule revisions to the Illinois Administrative Code (80 Ill. Adm. Code 250)

Mr. Morelock updated the Merit Board on the status of the proposed rule changes to the following sections: Section 250.5, Definitions; Section 250.60, Eligible Registers; Section 250.70, Nonstatus Appointments; Section 250.90, Probationary Period; Section 250.110, Separations and Demotions; and Section 250.120, Seniority. The proposed rule changes will be published in the Illinois Register on February 20, 2008 to begin the 1st Notice Period.

Discussion and action on revised Exemption Procedures

Mr. Morelock began the discussion that the staff had been working with the various committee groups for well over a year. Many of the changes which have been recommended from the various groups have been incorporated into the revised manual. The highlighted material in blue is information that is already a part of the current procedures. He stated that the University System Office is not in a position to approve each and every position; these new procedures give this responsibility to the universities and agencies to handle. These new procedures more clearly clarify the process and are more organized than the current procedures in place. The new accountability section is not an additional layer to the process and the University System Office is not changing the audit process for review. Mr. Morelock

stated that he understood that some universities may have difficulties with the reporting parameters, but that these problems can be worked out with the university. Any new data reporting requirements would be delayed till a new IT submission process was jointly established.

Each university has had audit findings regarding the exemption of Principal Administrative Appointments (PAAs). The existing problems are not linked to the current economic times. Dr. Vinzant stated that adding the reporting of faculty has changed. Mr. Morelock was confident that adding the faculty component would not affect the workload; this is information that all of the universities are already collecting and tabulating for various reports.

Mr. Dorris asked how much time was needed, more than six months, less than six months, to work out the problems and that he had no problem giving the university until the next meeting to gather additional information to present to the board. Mr. Dorris emphasized that the burden is on the University of Illinois to present more specific information to the Merit Board on the components of these procedures that pose significant additional workload requirements. After extensive discussion, Mr. Dorris made a motion to delay the action of this agenda item until the May meeting of the Merit Board. Dr. Dawson seconded Mr. Dorris's motion. A roll call vote was taken and the motion was approved with the following vote:

Mr. Dorris	Aye
Dr. Griffin	Aye
Mrs. Maitland	Aye
Mr. Montgomery	Absent
Mr. Simmons	No
Mr. Strauss	No
Rev. Tolliver	Absent
Dr. Webb	Absent
Mr. Bruce	Absent
Dr. Dawson	Aye
Ms. DeLaurentiis	No

Review of other Procedures Manual Changes

Mr. Morelock updated the Board on the revisions to Class Plan Memorandum Manual. No action would be taken today regarding this Manual. Ms. DeLaurentiis asked when this item would be on the agenda again and Mr. Morelock stated at the May or August meeting.

Report of the Executive Director

Executive Director Morelock provided an agency report which included the following items:

- updated the Merit Board on the status of the FY 2009 Budget and provided current expenditures and obligations; status of the FY 2010 Budget process
- updated the Merit Board on the Audit Program; a copy of the audit schedule was included in the agenda materials;
- updated the Merit Board on the recent classification/examination changes; and
- Informed the Merit Board of interagency activities; a list of University/Agency visits was reviewed and included in agenda materials.

Report of the Administrative Advisory Committee – Marc Strauss, Chair

Heard a report from Chair Strauss regarding the Administrative Advisory Committee (AAC) meeting held on January 16, 2009. Chair Strauss reported that the committee discussed the Exemption Procedures and other matters as presented in agenda items earlier today.

Report of the Human Resource Directors Advisory Committee – Tom Morelock, Chair

Heard a report from Mr. Morelock regarding the Human Resource Directors Advisory Committee. Sandy Bowman from Eastern Illinois University was to have given the report but was unable to attend the meeting. The committee has discussed and reviewed the rule changes submitted to JCAR; exemption procedures; and the revised Classification Plan Management Manual. The group has/is conducting a survey regarding the Pilot Program and should have the results at the next meeting of the committee.

Report of the State Universities Civil Service Advisory Committee – Barney Bryson, Chair

The Merit Board heard a report from Barney Bryson, Chair of the State Universities Civil Service Advisory Committee. The Committee last met on January 23 and 24, 2009 at the University of Illinois at Urbana-Champaign. Chancellor Herman welcomed the committee members to the U of I campus. Kevin Connolly was seated as the new member representing Northeastern Illinois University. Officers were also elected for calendar year 2009. The Committee discussed the

importance of being proactive in working with the University System Office and each University in these times of economic hardships and agreed to create a letter to support and work with the Universities during these financial times. Principal Administrative Appointments (PAAs) have been looked at over the last 12 years and the University System Office has tried to resolve some of the issues of concern. It was the committee's belief that many civil service employees/positions have been inappropriately transitioned to exempt PAA positions. Bryson clarified that civil service employees can be lay off quickly, while many PAA positions can only be eliminated after a lengthy notice period, sometimes a year. This is a topic of primary concern for the committee and they will continue to monitor.

Report of Legal Counsel – Mary Follmer

Mary Follmer, Assistant Director, Legal Services, updated the Merit Board on some outstanding legal matters. Ms. Follmer reported that during FY 2009, 26 Written Charges for Discharge were served on employees by the various universities and agencies. Of those 26 cases, 6 employees requested hearings. At the time of the meeting, there were no pending litigation cases.

Also, at the last Merit Board, Priti Shah, an employee who was discharged from the Illinois Student Assistance Commission, was granted 28 days from the November 12, 2008 meeting to provide new evidence in support of reinstatement not known to her at the time of the October 2, 2008 hearing. Ms. Shah did not present any new evidence.

Other Items as Presented

The next meeting of the Merit Board is scheduled for Wednesday, May 20, 2009 at the University System office and by video conference in the Carbondale, Chicago, and Macomb areas beginning at 10:00 a.m.

Mrs. Maitland made a motion to adjourn the meeting. Mr. Simmons seconded Mrs. Maitland's motion. The meeting adjourned at 11:26 a.m.

Respectfully submitted,

/s/ Teresa M. Rademacher

Teresa M. Rademacher
Secretary for the Merit Board

APPROVED:

/s/ Marc Strauss

Marc Strauss, Chair

May 20, 2009

Date